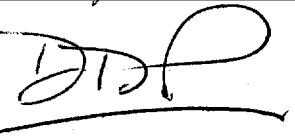


**SECRET**DDP/RMS-69/180  
14 October 1969


MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report - Records Purge

1. The CS continues to direct its attention to reducing the amount of non-indexed CS COPY documents and non-official files. These types of collections permit the greatest and quickest reduction of file holdings. The results of these efforts are noted in Attachments A and B which show that 240 feet of files were recommended for destruction while 464 were being reviewed. CS offices have again been reminded of the year end deadline established by the DDP to complete the CS Non-Indexed Document Review. A reminder was also issued regarding the continuing CS interest in the Records Center purge.

2. Not shown in either attachment is the fact that many offices continue to review documents in offices prior to retirement. This practice results in document destruction and space savings. In this regard, during the report period, CA Staff has reviewed over 200 feet leading to the destruction of approximately 180 feet of records -- material which would normally have been retired.

3. The DDP/RMS will shortly notify all affected CS components of their retirements held at the Agency Records Center which should be reviewed or destroyed according to the Disposition Schedule. This category of files is contained in 136 jobs and consists of 352 feet of records. It is anticipated that this review will result in the destruction of most of the material in question.

4.  was published during the reporting period and appears to have been of considerable help in the disposition of records. The more stringent controls in the regulation encourage destruction of non-record material rather than retirement and should prove instrumental in leading to an overall reduction in CS records holdings.

25X1A

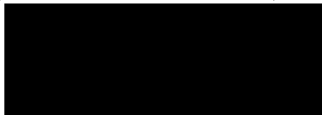
**SECRET**GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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5. A CS working group continues to study the use of microfiche and will be issuing a statement shortly on a recommended program. It is expected that a pilot operation will be initiated at a field station in the near future. This project will provide many of the answers to the problems inherent in microminiaturization.

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Chief, DDP/Records Management Staff

Attachments:

- A - CS Records Purge Activity
- B - CS Non-Indexed Document Review

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